

Class Title: Museum Director *Commission Approved September 16, 2010*

Terms: At-will contract position, renewable each fiscal year
30 hours per week; 50 weeks per year
Hourly salary not to exceed \$27

Date: September 1, 2010

JOB DESCRIPTION:

Under direction of the Museum Commission, the Angels Camp Museum Director is responsible for the planning, organization and daily supervision of all the activities of the Museum.

SUPERVISION:

The Director works under the direct supervision of the Chairman of the Museum Commission, which reports to the City Council. In the Chairman's absence, the Vice-Chairman is the Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned.)

1. LEADERSHIP:

- Is responsible for the orientation, training, work assignments, motivation and evaluation of staff and volunteers.
- Develops and carries out all on-going activities and special programs of the Museum within budgets and policies authorized by the Commission.
- Serves as a resource/authority in matters relating to preserving historical materials and best practices for museum collections and management.
- Is the face of the Museum to the public.
- Works within and ensures the implementation of the Museum's Master Plan.
- Follows all applicable City policies, procedures and requirements.

2. BUDGET AND FINANCIAL MANAGEMENT:

- Develops plans and budgets for approval of the Commission.
- Implements approved plans and budgets.
- Provides regular reports on operations and budgets as required or requested by the Commission.
- Establishes and maintains appropriate records, forms and practices relating to collections, personnel, purchasing and general administration.
- Identifies grant and funding opportunities, and ensures timely submission of applications and other needed documents.
- Follows all applicable City policies, procedures and requirements.

3. MUSEUM OPERATIONS:

- Manages the Museum Store operations consistent with Museum goals and policies, and has overall responsibility for purchasing, displays, pricing policy, financial reporting and record keeping.
- Manages any other Museum concessions and/or programs consistent with goals and policies, with overall responsibility for planning, operations, security, profitability and record keeping.
- Is responsible for building security, employee and visitor safety, and maintenance of facilities and equipment.
- Plans, organizes, assigns, reviews and directs the work of the staff and volunteers, and provides for their training, development and recognition.
- Develops and administers an active docent program.
- Directs the development and preparation of historical exhibits and collections, and supervises the cataloguing and accessioning for Museum records.
- Works to enhance and expand the Museum's programs and operations through cooperation with educational institutions, other museums and outside experts.

4. PUBLIC RELATIONS:

- Attends all meetings of the Commission and its committees, and maintains on-going communication with them.
- Represents the Museum with relevant local, regional and national professional associations.
- Represents the Museum within the community and with key community organizations.
- Maintains and builds relationships with current and potential donors.
- Serves as an ex-officio member of the Angels Camp Museum Foundation Board of Directors.
- Works with educational institutions and other outside authorities to further the goals and work of the Museum and its programs.

DESIRED MINIMUM QUALIFICATIONS:

1. EDUCATION/EXPERIENCE:

- Bachelor's degree with a major in museum studies or a discipline related to the Museum's mission and collections, plus two years' experience in historical preservation, museum work or a related activity.
- Experience in progressively responsible supervision.

2. KNOWLEDGE/SKILLS:

- Principles and practices of professional museum operations.
- Principles and practices of employee supervision and development.
- Standards and techniques for preservation and protection of natural resources and historically significant artifacts.
- Principles and practices of budget and fiscal management.
- Principles and practices of education and public relations.